

HRIS Time Types for FMLA

AFSCME

900 FMLA Scheduled Vacation	930 FMLA WC Sick Leave	944 FMLA Sch Holiday Comp Time Tkn
904 FMLAMC Vacation	931 FMLA WC Vacation	947 FMLAMC Holiday Comp Time Tkn
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	948 FMLA Scheduled Banked Hol Tkn
911 FMLA Unscheduled Sick Leave	933 FMLA WC Holiday Comp Time	950 FMLA Holiday
913 FMLA Scheduled Family Care Lv	934 FMLA WC Banked Holiday Tkn	952 FMLAMC Banked Holiday Taken
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
915 FMLA Unscheduled Fam Care Lv	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
920 FMLA Scheduled Adoption Lve	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay
921 FMLA Unsch Adoption Leave	940 FMLA Sch Comp Time Taken	
	943 FMLAMC Comp Time Taken	

AFSCME – Fiscal & Staff (004)

902 FMLA Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
904 FMLAMC Vacation	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
912 FMLA Sick Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	951 FMLA Banked Holiday Taken
916 FMLA Family Care Leave	937 FMLA WC Medical Appointment	952 FMLAMC Banked Holiday Taken
922 FMLA Adoption Leave	938 FMLA WC Leave Without Pay	961 FMLA Medical Leave W/O Pay
930 FMLA WC Sick Leave	942 FMLA Comp Time Taken	962 FMLA Authorized Leave W/O Pay
931 FMLA WC Vacation	943 FMLAMC Comp Time Taken	964 FMLAMC Leave Without Pay

Supervisory & other Non-Contract Employees

902 FMLA Vacation	932 FMLA WC Comp Time Taken	946 FMLA Holiday Comp Time Taken
904 FMLAMC Vacation	933 FMLA WC Holiday Comp Time	947 FMLAMC Holiday Comp Time Tkn
912 FMLA Sick Leave	934 FMLA WC Banked Holiday Tkn	950 FMLA Holiday
914 FMLAMC Family Care Leave	936 FMLA WC State Paid Hours	951 FMLA Banked Holiday Taken
916 FMLA Family Care Leave	937 FMLA WC Medical Appointment	952 FMLAMC Banked Holiday Taken
923 FMLA Adoption Lv-Noncontract	938 FMLA WC Leave Without Pay	961 FMLA Medical Leave W/O Pay
930 FMLA WC Sick Leave	942 FMLA Comp Time Taken	962 FMLA Authorized Leave W/O Pay
931 FMLA WC Vacation	943 FMLAMC Comp Time Taken	964 FMLAMC Leave Without Pay

IUP Social Services Employees – Social Services (005)

900 FMLA Scheduled Vacation	930 FMLA WC Sick Leave	940 FMLA Sch Comp Time Taken
904 FMLAMC Vacation	931 FMLA WC Vacation	943 FMLAMC Comp Time Taken
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	950 FMLA Holiday
911 FMLA Unscheduled Sick Leave	935 FMLA WC IUP Personal Leave	960 FMLA Unscheduled T/O Not Paid
925 FMLA IUP Personal Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
926 FMLAMC IUP Personal Leave	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay

IUP Science Employees – Science (009)

900 FMLA Scheduled Vacation	915 FMLA Unscheduled Fam Care Lv	941 FMLA Unsch Comp Time Taken
901 FMLA Unscheduled Vacation	930 FMLA WC Sick Leave	943 FMLAMC Comp Time Taken
904 FMLAMC Vacation	931 FMLA WC Vacation	950 FMLA Holiday
910 FMLA Scheduled Sick Leave	932 FMLA WC Comp Time Taken	960 FMLA Unscheduled T/O Not Paid
911 FMLA Unscheduled Sick Leave	936 FMLA WC State Paid Hours	961 FMLA Medical Leave W/O Pay
913 FMLA Scheduled Family Care Lv	937 FMLA WC Medical Appointment	962 FMLA Authorized Leave W/O Pay
914 FMLAMC Family Care Leave	938 FMLA WC Leave Without Pay	964 FMLAMC Leave Without Pay
	940 FMLA Sch Comp Time Taken	

2.21 FMLA Timesheet Entries

Special leave codes and timesheet time types are to be used for employees who are on FMLA covered leave. It is critical that the time type hours are recorded properly on HRIS timesheet entries. This will allow tracking of the FMLA hours used for each employee and will also provide the ability for DAS-HRE to capture those hours for all departments on the central HRIS system for analysis and reporting purposes.

2.21.1 Policies and Procedures related to the determination of FMLA covered leave.

Refer to Managers/Supervisors Manual Section 6.90 for assistance in working with Family and Medical Leave Act issues. Work with your Personnel Associate in your department to determine if a leave event should be FMLA covered.